

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES  
WEDNESDAY, MARCH 26, 2025, 4:30 P.M.  
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

BOARD MEMBERS PRESENT: Barbara Pilon, Heather Wichert  
BOARD MEMBERS NOT PRESENT: Tyler Miller  
OTHERS PRESENT: Helenanne Cathey

Heather Wichert called the meeting to order at 4:34 p.m.

- I. **Minutes** – Barb Pilon moved to approve the minutes for the January 29, 2025, regular meeting as written. Heather Wichert seconded. Motion carried by unanimous consent.
- II. **Treasurer’s Report** – The Treasurer’s Report and financial information were reviewed. Heather Wichert moved to accept the Treasurer’s Report and pay bills as presented. Barb Pilon seconded. Motion carried by unanimous consent.

<b>Bank Balance End of Last Meeting:</b>			<b>\$60,392.55</b>
1/1-1/29/25	Deposits – Water	\$149.12	
1/13/25	Deposit – Assessments	\$3,809.50 (County Error)	
Adjusted Balance Forward:			\$64,351.17
1/31/25	Interest	\$25.28	
2/5/25	Deposit-Xpress bill pay	\$58.60	
2/1-2/28/25	Deposits – Water	\$14.43	
02/28/25	Interest	\$21.77	
February bills paid:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Black Hills Energy Gas 12/27/24-1/28/25 (1 hundred cubic feet)		\$40.48
AUTO	City of Gillette Bill 2007577 1/2 - 2/3/25 Regional Water – 0 gal.		\$195.00
AUTO	Powder River Energy 10349101 Electricity 1/1-2/1/25		\$405.36
5592	Campbell County Treas.Refund tax assessment deposit (County error)		\$3,809.50
5593	Cathey Consulting Inv. 7962 – Jan. Admin./Bookkeeping/Compliance		\$472.50
5594	Water Guy, LLC Inv. 2025-60 – Jan. Water Operator/meters billing		\$857.80
TOTAL			\$5,780.64
3/5/25	Deposit-Xpress bill pay	\$41.62	
<b>BANK BALANCE PRIOR TO MEETING:</b>			<b>\$58,732.23</b>
Bills Paid At This Meeting:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Black Hills Energy Gas 1/28-2/26/25 – 1 hundred cubic feet		\$40.48
AUTO	City of Gillette Bill 2024796 – 2/3-3/3/25 Regional Water base \$195 0 gal. \$0		\$195.00
AUTO	Powder River Energy 10349101 Electricity 2/1-3/1/25		\$360.12
5595	Cathey Consulting Inv. 8006 – Feb. Admin./Bookkeeping/Compl.		\$472.50
5596	Water Guy Inv. 2025-186 – Feb. Water Operator/meter readings/billing		\$857.80
Total Bills:			\$1,925.90
<b>BALANCE AFTER BILLS:</b>			<b>\$56,806.33</b>
Receivables Balance: \$24,133.97 (Assessments \$23,101.99 / Water \$311.98 as of end of prior month / Cool \$720.00)			

- III. **Water / Well Update** –
  - a. Water System Review – No update. There was discussion on the regional water and when the District started using water from the regional system last year which was May.
  - b. Lead and Copper Rule / Service Line Inventory – No update.

**IV. Unfinished Business**

- a. 2025 Road Project – 500 tons of W-base limestone on the two curves on Overbrook Road, the approach to Force Road and the newest section of road south of 199 Overbrook as well as other areas that need rock and dust control. Project estimate \$27,537.26 and Grant request \$6,884.32. County grant approved 11/1/24. Road work authorized at the January 29, 2025, meeting.

**V. New Business**

- a. Budget for 7/1/25 – 6/30/26 – The budget was reviewed and budget hearing/regular meeting date in July scheduled. Barb Pilon moved to approve the proposed budget as discussed. Heather Wichert seconded. Motion carried unanimously. The proposed budget is included with these minutes. The following legal ad will run in the Gillette News-Record at least a week prior to the budget hearing.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING  
OVERBROOK IMPROVEMENT & SERVICE DISTRICT**

Overbrook Improvement and Service District will hold a public hearing for the 7/1/2025 – 6/30/2026 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on Monday, July 14, 2025, at 4:30 p.m. Budget summary:

Expenses: Administrative \$7,367 / Indirect \$100 / Operations \$115,027 /  
Total Revenue Plus Cash Carryover: \$122,494

No change in assessments or rates is anticipated. Any unpaid water bills as of the end of June for any property will be added to the annual assessment. The complete budget is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – Overbrook. For questions or for special accommodation requests, call Helennane Cathey at 307-685-8235.

- b. Director Election (November 4, 2025 – Pilon) – Barb Pilon moved to run the following legal ad in the Gillette News-Record on Tuesday, July 8, 2025. Heather Wichert seconded. Motion carried unanimously.

**NOTICE OF DIRECTOR ELECTION  
OVERBROOK IMPROVEMENT & SERVICE DISTRICT  
CAMPBELL COUNTY, WYOMING**

Public Notice is hereby given that on Tuesday, November 4, 2025, an election shall be held for the purpose of electing one Director to serve a four (4)-year term on the Board of the Overbrook Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 4, 2025, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District or with Helennane Cathey (685-8235 or [hcathey@collinscom.net](mailto:hcathey@collinscom.net)) between August 6, 2025, and August 26, 2025. A qualified elector means a person who is an owner of land within the district, or the person holding record fee title to real property, or a registered voter of the District.

Barb Pilon, Secretary/Treasurer / Filing Officer  
Overbrook Improvement & Service District

- c. There was discussion on the mud by the mailboxes. Heather Wichert moved to authorize bringing in materials necessary to alleviate the mud around the mailboxes. Barb Pilon seconded. Motion carried by unanimous consent. Barb Pilon will work on this project.

**Next Meeting: Wednesday, May 21, 2025, 4:30 p.m. – Regular Meeting / Monday, July 14, 2025, 4:30 p.m. – Budget Hearing and Regular Meeting at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette – K2 Technologies building – office entrance is on 4<sup>th</sup> Street across from Arrow Printing. The District holds regular meetings. The next regular meeting date is scheduled at each meeting and is included in the minutes.**

Heather Wichert adjourned the meeting at 4:47 p.m.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

Tyler Miller  
Signature

Tyler Miller  
Printed Name

5/17/25  
Date

Barbara Pilon  
Signature

Barbara Pilon  
Printed Name

5/20/25  
Date

Tyler Miller, President 307-680-3605 / Heather Wichert, Vice President 307-351-9354 /  
Barb Pilon, Secretary/Treasurer 307-670-7062

Budget - Overbrook ISD - 7/1/25 - 6/30/26				
Budget Hearing: Monday, July 14, 2025, 4:30 p.m. at office of Cathey Consulting / PO Box 7221, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/25 - 6/30/26
<b>CASH CARRYOVER</b>	25,214	41,482	44,065	46,794
<b>Revenue</b>				
Assessments	51,393	51,180	51,004	51,180
Assessments - Interest	106	20		20
Customer and other billing	11,468	19,400	12,861	19,400
Grants - County	3,496	5,000	6,884	5,000
Interest from bank	153	100	209	100
<b>TOTAL REVENUE</b>	<b>66,616</b>	<b>75,700</b>	<b>70,958</b>	<b>75,700</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>91,830</b>	<b>117,182</b>	<b>115,023</b>	<b>122,494</b>
<b>Expenditures</b>				
Capital Expenditures				
Administrative	6,480	6,800	6,141	7,367
Operations	46,194	110,282	58,418	115,027
Indirect	100	100	100	100
<b>TOTAL EXPENDITURES</b>	<b>52,774</b>	<b>117,182</b>	<b>64,659</b>	<b>122,494</b>
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	3,682		7,972	
Payables Balance Start of FY	2,243		11,875	
Undeposited Funds			333	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	25,214	41,482	44,065	46,794
RESERVES BALANCES				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>25,214</b>	<b>41,482</b>	<b>44,065</b>	<b>46,794</b>
Receivables Balance End of FY	7,972			
Payables Balance End of FY	11,875			
Undeposited Funds	333			
End of Year Bank Balance	44,065		46,794	
Net per year (Revenue minus Expenses)	39,056	0	50,364	0

Budget Message: The District manages the roads, water and covenants. The assessment and water billing rates will stay the same this year. There are no designated reserves at this time. The District's budget includes money for emergency repairs and significant costs like a pump replacement or air lifting the well and other maintenance items that are done when needed.

Board Member Signature

Board Member Signature

Directors: Tyler Miller (2027), President / Heather Wichert (2027), Vice President / Barb Pilon (2025), Secretary/Treasurer) (November elections)  
 Meetings are every other month, with the next meeting date set at each meeting to be held at 400 S Gillette Ave., Suite 106, Gillette.  
 Records are stored at 400 S Gillette Ave, Suite 106, Gillette. Meeting dates are published in minutes and posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net).

Overbrook	Feet	Miles
Catalina Ct	640	0.12
Overbrook Ct	650	0.12
Overbrook Rd (from Force Rd to cul-de-sac in front of 215 Overbrook)	6848	1.30
<b>Total</b>	<b>8138</b>	<b>1.54</b>

Ludog Subdivision lots in the District - original agreement says that the District currently assessed 50% of the annual assessment for roads.

Starting July billing, 2023: \$1,920 per lot per year  
 5,000 gallons in the base  
 5,000 to 30,000 at \$3.50 per 1,000 gallons  
 over 30,000 to 50,000 at \$4.00 per 1,000 gallons  
 over 50,000 gallons at \$8.00 per 1,000 gallons

Prior to July, 2023 \$1,200 per lot per year  
 15,000 gallons in base  
 \$1.75 per 1,000 gallons over 15,000 up to 30,000  
 \$3.50 per 1,000 gallons over 30,000 up to 50,000  
 \$7.00 per 1,000 gallons over 50,000